



## La Salle County Nursing Home

The Home with Heart

Job Posting: Notice of Vacancy

job classification. Classification: C N A

Starting wage: \$23.22

Location: La Salle County Department: La Salle County Nursing Home 1380 N 27Th Road  
Ottawa IL 61350

Work Week: Full-time / Part-time Hours of Work, when available: Day Shift: 6:30AM-3:00PM  
(full-time only) PM's- 2:45PM to 11:15PM and Midnights Hours of Work: 11:00PM to 7:30AM

Health, Dental, and Vision Insurance after (3) Months

Fully Paid Life Insurance After (3) Months Illinois Municipal Retirement Plan

Twelve (12) Paid Holidays Per Year

Twelve (12) Paid Sick Days Per Year

Vacation: One (1) week (40.00 hours) after One (1) Year Two (2) weeks (80.00 hours) after Two  
(2) Years

After 6-months Uniform Allowance from start date. (Union employees only)

See Job Description for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply in person; applications are also available at the Business Office.

La Salle County Nursing Home Attn: Sue Egan, Admin. Asst. / HR 1380 N 27th Road Ottawa IL  
61350 P: 815.433.0476 F: 815.434.7141 email: [segan@lasallecountyil.gov](mailto:segan@lasallecountyil.gov)

# LaSalle County

## Job Description



**Job title:** Certified Nursing Assistant

**Work Location:** LaSalle County Nursing Home

**Division/Department:** Nursing Home/Nursing Department

**Reports to:** Director of Nursing or Assistant Director of Nursing

**Employment Classifications:**

- ☐ Full-time ☐ Part-time  
☐ Exempt ☒ Nonexempt  
☐ Salaried ☒ Hourly  
☒ Bargaining Unit

**Salary Grade:**

**Current Employee holding position is:**

**Essential Duties and Responsibilities:**

The primary purpose of this position is to provide residents with a Holistic approach to daily living while remaining ethical and within the scope of the position.

- Always remain professional and practice confidentially.
- Accountable for greeting and introducing self to new arrivals. Handles orientation of resident to call light, bathroom, meal times and any other products they may need. Additional tasks for orientating a new resident include: Introduce resident to roommate if it applies, assist residents in putting away their belonging.
- Accountable for completing role to aid the resident and provide care. This includes:
  - Assist with daily mouth care and return supplies to correct storage.
  - Assist residents with showers/bath functions or bed baths.
  - Assist residents with all Activities of Daily Living as necessary but in all cases as care planned.
  - Keep residents clean and dry with clean appropriate clothes. Make beds.
  - Position residents off bony permanents as directed by care plan but in all cases every 2 hours.
  - Position all tube feeds with head of bed at 45% at all times at rest.
  - Keep bed linens off the floor with bedding free from wrinkles and the pillow tucked under bed spread.
  - Assist residents with toileting.
    - Get all residents that are able up to walk to the bathroom.
    - No briefs at night unless instructed by restorative upon resident request.
  - Assist residents to walk using assistive devices when required.
  - Assist in lifting, turning, moving, positioning and transporting residents
    - Into and out of beds, chairs, tubs, showers, and lifts.
  - Transport resident to and from rooms as appropriate.
  - Provide eye and ear care.
    - Wash glasses before applying and hearing aids need to have batteries removed and turned in to nurse.
  - Resident falls require use of lift unless the resident is able to get themselves up or it is medically contraindicated.
  - Perform restorative procedures as instructed by restorative staff and apply any devices ordered.
    - Report any pressure or sore spots to the resident's nurse right away.
  - Ensure post-mortem care is given and the resident is presentable for family to view.
    - Collect any appliances and send with the funeral home staff. Chart what was sent.
  - Provide catheter care every shift and as needed.
  - Provide range of motion and record.
  - At meal times Set meal in front of resident, assist with cutting food, opening drinks, and feeding when necessary.
  - Serve between meals and bedtime snacks. Record.

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- Record all entries in *Point of Care* to ensure that necessary care is given to residents.
- Make rounds with the aide at shift transition to gather pertinent information on patients. Check alarms, ensure call light is within reach and bed in low position.
- **Must communicate with assigned nurse for patient care including:**
  - Report any residents change in condition right away to the resident's floor nurse and chart in point of care.
  - Notify nurse if any resident is missing
  - Notify Floor Nurse of all complaints by residents
  - Report all behaviors to residents' nurse and Social Services. Record in POC
  - Report any missing possessions/items of resident
  - Receiving special instructions
  - Collecting specimens; giving to nurse
- **Accountable for adhering to the departments attendance policies:**
  - Responsible for being punctual; this is critical the rotation of staff members from shift to shift.
  - Responsible for clocking in/out accurately and notifying a supervisor when leaving the assigned work area.
  - Responsible for notifying the scheduler late arrivals or call off.
  - Mandation is part of the essential job function as it pertains to working the floor.
- Always remain professional, approachable, positive and calm to foster a pleasant environment throughout the home.
- Always use your protective equipment as dictated by Infection Control.
- Always use the correct number of Staff when transferring as indicated by the residents' care plan or always two with lifts.
- Attend all required training and in-services.
- Assist with activities.
- Perform related duties as assigned by supervisor.
- **Maintain compliance with all department policies and procedures.**
  - Responsible for reporting accidents and incidents observed and completing appropriate paper work.
  - Report abuse, neglect and exploitation to the administrator right away.
  - Wipe up or report liquids on the floor right away.
  - Follow established smoking regulations.
  - Participate in fire and disaster preparedness drills.
  - Assist in all evacuations of residents.
  - Report defective equipment to DON.
- **Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.**

#### **Education and/or Work Experience Requirements:**

- Must be a Certified Nurse Aide.
- Must be able to read, write, speak, and understand the English language.
- Must be a self-starter and be able to make independent decisions.
- Must be able to professionally deal with residents, family, other staff in other disciplines, and Surveyors.
- Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times, hostile individuals in the facility.

#### **PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires sitting (1-2 hrs.), standing/walking (6-8 hrs.) and may experience consistent balancing, stooping, crouching, bending, pushing, pulling, twisting, squatting, and climbing; repetitive motion using wrists, hands and/or fingers in reaching and grasping movements. **Defined Very Heavy Work** - Exerting in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Visual acuity needed to determine the accuracy, neatness and thoroughness of the work assigned or to make general observations.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The worker is subject to both environmental conditions; activities occur inside and outside. While performing the duties of this position, the employee is subject to normal consistent temperatures. This position may be subject to hazards such as moving mechanical parts, atmospheric conditions, working in close quarters that could cause claustrophobia and working in narrow aisles or passageways. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

**I have read, reviewed and agree that this job description accurately reflects the position.**

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**